

## TOWN OF NEWINGTON

**TITLE:** Library Technician - Part Time

**GRADE:**PT

**DEPARTMENT:** Library

**DATE:** DRAFT 2/10/10

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### POSITION DESCRIPTION

Under general supervision of a professional librarian, responsible for providing services for library patrons in the area of reference, children's services, collection management, community services, and/or administrative services.

### ESSENTIAL JOB FUNCTIONS

- Provides professional assistance in person, by phone and email at various service desks throughout the library.
- Participates in processing and maintenance of materials.
- Prepares and presents various library programs.
- Handles routine clerical transactions with regard to the circulation of library materials.

### ADDITIONAL JOB FUNCTIONS

- Performs other library tasks as required.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of modern techniques and methods in the operation of a public library.
- Familiarity with basic library cataloguing systems.
- Ability to work effectively with library patrons.
- Skill in meeting and dealing tactfully and effectively with the public.
- Ability to work with computer systems as related to libraries.
- Must be able to stand for prolonged periods of time.
- Ability to lift and manipulate piles of books, periodicals, etc.
- Manual dexterity needed when helping patrons with various equipment.

### REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

(The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Works in office setting subject to continuous interruptions.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to sit/ remain/ stand continuously for prolonged periods of time.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on fine detail with constant interruption.
- Ability to attend to task/ function for more than 60 minutes at a time.
- Ability to carry and lift documents and office equipment weighing up to 25 pounds.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to move throughout the Library and other Town buildings and sites.
- Ability to see objects closely as in reading a map.
- Ability to remember multiple task/ assignments given to self and others over long periods of time.

### REQUIRED MINIMUM QUALIFICATIONS

The skills and knowledge required would generally be acquired with:

- Bachelor's Degree from a recognized college or university.

## LICENSE OR CERTIFICATE

Not applicable.

*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.*

I understand that nothing in this position description restricts the Town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

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Employee

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Date

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Supervisor

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Date